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Pierce Joint Unified School District
Job Description

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JOB TITLE: **Director of Technology**

SALARY SCHEDULE: Classified/Administrative

DEPARTMENT: District Office   LOCATION: All District Sites

REPORTS TO: Superintendent   BOARD APPROVED: 3/12/2012

SUMMARY: Under the direction of the Superintendent, serves as presenter, consultant, trainer, and liaison between the Pierce Joint Unified School District (PJUSD), the schools within the District, and the Colusa County Office of Education (CCOE). The major objective will be to encourage effective use of technology; conduct professional development sessions to promote effective uses of technology; provide leadership, information, and service regarding technology; support grant writing efforts with current understandings of technology; make proactive preparations to keep the PJUSD in a ready position for emerging technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Work in close cooperation with CCOE, PJUSD superintendent and the site principals.
- Monitor and revise a comprehensive technology plan for PJUSD.
- Create annual technology goals for PJUSD and district sites and review goals semi-annually with site principals.
- Conduct assessments for staff and student computer training needs.
- Utilize and maintain an electronic work order system to assure effective work order process.
- Maintain the Student Information System (SIS) for PJUSD.
- Prepare annual ERATE applications and work with the Schools and Libraries Division to ensure successful applications.
- Maintain the district telephone private branch exchange (PBX) system. Use software, provided by the vendor, to do additions, drops, and moves of personnel. This includes creating and maintaining voice mailboxes. Work with vendor to maintain and, when necessary, expand the system.
- Support wireless district technology. This includes radio systems, such as district cellular devices, as well as the PJUSD Wireless LAN.
- Maintain subscription services and network software to support learning in the classroom.
- Present professional development activities, in a motivational, informative manner, with focus on appropriate uses of technology.
- Assist and train computer users on an individual or group basis with various questions related to software applications and problem resolution.
- Review requests from schools for computers and related technologies to ensure compatibility to existing systems.
- Perform software diagnostics and troubleshoot problems on personal computers within the local area network (LAN).
- Coordinate installation, configuration, maintenance, setup of computers, and load and install software.

- Ensure compliance with software licensing and copyright agreements on all systems.
- Maintain an inventory of computer hardware, software, licenses and supplies; develop and analyze computer reports for accuracy and completeness; prepare reports and provide statistical data and information for use by PJUSD.
- Install LAN equipment, create user profiles for the network, maintain the student and admin networks, and advise PJUSD superintendent of system needs.
- Utilize and maintain security camera systems and assist in monitoring, retrieval, and storage of data.
- Develop in depth knowledge of emerging technologies by attending conferences and reading current literature to enable PJUSD to anticipate important new developments in technology.
- Serve as the PJUSD representative on various technology committees.
- Assist CCOE in monitoring and maintaining Local Area Network/ Wide Area Network (LAN/WAN).
- Develop procedures for storage, confidentiality and disposal of records.
- Perform related duties as assigned.

OTHER DUTIES AS REQUIRED:
- Plan, coordinate, schedule, and present computer training classes on computer hardware, software, and related peripheral equipment.
- Work with CCOE in establishing and maintaining software standards for computers in LAN/WAN.
- Maintain equipment standards for desktops, laptops, and wireless technology within PJUSD.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
- Global computer network concepts and procedures.
- Computer software and hardware and related peripheral equipment supported by the PJUSD and CCOE.
- Data Communications techniques
- Training methods and procedures
- Computer backup procedures.
- Basic troubleshooting techniques.
ABILITY TO:
- Troubleshoot complex equipment and LAN problems.
- Develop and present classroom and individual training for hardware and software applications.
- Prepare clear and concise written communications and make oral presentations.
- Research technical manuals, written or electronic, to respond to questions and solve computer problems.
- Prioritize requests, organize, schedule, and coordinate a variety of activities and projects.
- Learn new software packages and new hardware and adapt to changes in technology.
- Interact with computer users in non-technical clear terms.
- Interpret and apply complex technical oral and written directions.
- Analyze problems and recommend effective solutions.
- Use initiative and proper judgment.

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- Work with confidentially and discretion.
- Deal tactfully and courteously with computer system users.
- Establish and maintain cooperative working relationships with individuals and vendors having contracts with PJUSD.
- Type accurately at a rate required for successful job performance.
- Write and speak clearly and effectively.

EDUCATION AND EXPERIENCE:
AA degree in Computer Science, Information Systems or equivalent. Five years experience in information systems environment, especially the educational environment. Progressively responsible computer operations experience with course work in data processing/personal computer and network systems; experience in using a variety of software for personal computers and networks; and experience in presenting training sessions.

LICENCES AND OTHER REQUIREMENTS:
Valid California Driver's License

WORKING CONDITIONS:
ENVIRONMENT:
- Working inside classrooms and offices with constant interruptions.
- Continually moving between school sites either by foot or by auto.
- Working in a room with electronics running at a high decibel level.
- Occasionally work outside.

PHYSICAL ABILITIES:
- Sufficient vision to read printed materials and video display screens.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, classroom environment, and on the telephone.
- Sufficient hearing to conduct in-person, classroom, and telephone conversations.
- Ability to sit for long periods in a typing position.
- Sufficient mobility to move about, stoop, and reach.
- Lift and carry 40 pounds a distance of 50 yards.
- Dexterity of hands and fingers to operate computer terminal and standard office equipment.

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